



General Services Administration  
Northwest/Arctic Region  
Jackson Federal Building  
915 Second Avenue, Room 106.  
Seattle, WA 98174

October 24, 2001

MEMORANDUM FOR THE RECORD

FROM: MICHAEL S. WESTVOLD  
PROPERTY MANAGER (10PM1A)

SUBJECT: Quarterly Tenant Meeting Minutes

The quarterly tenant meeting for the fourth quarter of FY01 was held on October 17, 2001, in the Cascade room (2886) of the Jackson Federal Building. Those in attendance are listed on the attached sign-in sheet.

The following items were addressed:

1. **CUSTODIAL & GROUNDS.** NWCI representatives were not in attendance due to prior commitments. In response to security concerns of the BSAC (Building Security Advisory Council) guidance was provided to all tenant representative that there will be no trash or trash containers left in the corridors/common space.  
Additionally Tenant Representatives also had concern about:
  - Quantities of restroom supplies running out.
  - Number of service calls needed to be made.
2. **CONCESSIONS.** Ron Shissler of Southern Foods attended and requested comments. Ron announced customer appreciation efforts such as the Free Coffee Friday held on October 19, coffee supplied by Seattle's Best Coffee. A suggestion was made for the latte stand to be open after lunch. Ron replied he would look into this request. He was asked about the status of the shoplifting and Ron reported it has decreased tremendously.
3. **TELECOMMUNICATIONS.** No representative in attendance.
4. **SECURITY & SAFETY.** Don Laughlin and Patrick Zitney of FPS attended and fielded comments. Don Laughlin provided handouts for handling of mail.
  - Representative asked about elevator emergency procedures if elevator is stuck between floors. Procedure is as follows: Emergency telephones are located in each elevator with a direct line to the GSA/FPS emergency control center. Control center operators will immediately contact elevator Maintenance Company and FPS officer.
5. **SERVICE CALLS AND MAINTENANCE.** Concerns expressed about frequent blockages of mail chutes located on each floor. Decision was made to secure mail slots to alleviate possible lost mail problems. Mail chutes on 4<sup>th</sup> floor will remain open.
6. **PROJECTS & SPACE MANAGEMENT:**
  - Teak on 1<sup>st</sup> Ave. entrance has been refinished.
  - 3<sup>rd</sup> Floor loading dock to be closed from 6:00 p.m. Friday November 2 to 6:00 a.m. November 13 for resurfacing.

- First Impressions Project- Updating 4<sup>th</sup> Floor Entrance. Details on the project can be found on story boards located in the 4<sup>th</sup> floor lobby, and the JFB website <http://www.northwest.gsa.gov/jfb/>.
- Building Modernization- pending funding, the project includes modernization of elevators, seismic improvements, and signage improvements. Please reference the JFB website <http://www.northwest.gsa.gov/jfb/> for details.
- Carpet/Paint corridors of 2<sup>nd</sup> floor.

**7. OPEN DISCUSSION:** Miscellaneous items were discussed.

The next meeting is scheduled for 10:00 a.m., January 16, 2002 in the Evergreen Room (3086). A notification memo will be emailed approximately two weeks prior and an agenda emailed one day prior to the meeting.

Attachment (1)